

Department of Administration Course Catalog

Fall 2017

Technology

Diversity and Inclusion

Personal Development

Wellness





Professional Development

Supervisors

TABLE OF CONTENTS

TECHNOLOGY.....	3
DIVERSITY AND INCLUSION	4
PERSONAL DEVELOPMENT.....	7
WELLNESS.....	9
PROFESSIONAL DEVELOPMENT	10
SUPERVISORS.....	11
FALL TRAINING SCHEDULE.....	14

The course catalog uses different icons to let you know more about each session:

-  : A blue state of Wisconsin means that the session is open to employees from all state agencies.
-  : A yellow state of Wisconsin with the state capitol means that the session is open to employees of the Department of Administration and its attached agencies.
-  : A person means that 1 hour of EEO/Diversity credit is given for that session. Note: The session may offer more than 1 hour of EEO/Diversity, so there may be multiple icons.
-  : A blue computer means the session is a webinar.

TECHNOLOGY

Computer Software Training

Office 365



DOA recently migrated to the 2016 Version of Microsoft Office 365. We invite you join us as we explore the features and functionality of this new software.

September 25, 2017 8:30 -12:00
DOA, Computer Lab (540)

Microsoft Excel 1



This session will cover the following Excel topics: Navigation/selecting cells and ranges, cell contents and formats, cell references, building formulas, building functions, functions, logic functions, conditional formatting, protecting cells/worksheets and printing options.

October 18, 2017 8:30 -12:00
DOA, Computer Lab (540)

Microsoft Excel 2



This session will cover the following Excel topics: Naming cells and ranges, remove duplicates, normal data range vs. table, sorting and filtering/advanced filtering, data validation, lookup functions, functions, Sparkline's and charts.

November 14, 2017 8:30 -12:00
DOA, Computer Lab (540)

Microsoft Excel 3



This session will cover the following Excel topics: Subtotals, database functions, functions, consolidation tool, PivotTables, macros, What-If analyses, and templates.

December 13, 2017 8:30 -12:00
DOA, Computer Lab (540)

Classes are
taught by
Amy Guenthner,
A.G. Software

For more details
and to register, visit
[STAR Enterprise
Learning](#)
Use the keyword
"technology".

For tips and tricks,
including
features and
functionalities, of
the new Office
365, check out
the following
resources:

[https://det.wi.gov/
helpdesk/Pages/
Office365.aspx](https://det.wi.gov/helpdesk/Pages/Office365.aspx)

[Office 365
Productivity Training](#)



DIVERSITY AND INCLUSION

Human Resources

AAAC Planning Session



The Affirmative Action Advisory Committee (AAAC) Planning session is designed to help an agency's AAAC with their work plan. This session will include tools, resources, templates and ideas to help plan events, displays, articles and trainings at your agency. Input from participants is encouraged. This course is beneficial to all AAAC members at the agency level.

September 14, 1:00 - 3:00

DOA, Yahara Room (114)

Instructor: Jennifer Zschernitz, Senior Executive Equal Opportunity Specialist

Cross-Cultural Communication



Our culture influences many aspects of who we are – how we live, how we work, how we approach problems and how we participate in the world around us. Therefore, it is not surprising that our cultural differences can open up communication challenges. Regardless of the extent of our diversity, it is important to recognize that “different” does not imply “wrong”.

Content includes:

- Defining culture
- Evaluating the impact on communication
- Improving cross-cultural communication skills

September 18, 12:00 - 1:00

DOA, Yahara Room (114)

Instructor: LifeMatters Presenter

For more details
and to register, visit

[STAR Enterprise
Learning](#)

Use the keyword
“diversity”.



DIVERSITY AND INCLUSION

Human Resources

Unconscious Bias: Sparking a Conversation



We all have a lifetime of experience and cultural history that shapes how we see the world and each other. The goal is to teach ourselves how unconscious bias can affect our perceptions, decisions, and interactions. The course is aimed at raising awareness, sparking a conversation and initiating action.

October 18, 10:00 - 11:00

DOA, Yahara Room (114)

Instructor: Jennifer Zschernitz, Senior Executive Equal Opportunity Specialist

Reasonable Accommodation



You will learn the Federal and State definition of disability, what does reasonable accommodation mean, the typical process for requesting accommodation and the rights and responsibilities of the person with disabilities and the supervisor.

November 16, 10:00 - 11:00

DOA, Yahara Room (114)

Instructor: Marcus Miles, Senior Executive Equal Opportunity Specialist

For more details
and to register, visit

[STAR Enterprise
Learning](#)

Use the keyword
"diversity".

Respect in a Diverse Workplace



Creating a work environment that promotes mutual respect, affirmation of diversity, positive co-worker relationships and assertive confrontation of disrespectful behavior. Content includes: trends in workplace diversity, promoting respect and appreciation for diversity, responding respectfully and assertively to disrespectful behavior, and preventing disrespect and harassment.

December 6, 12:00 - 1:00

DOA, Yahara Room (114)

Instructor: LifeMatters Presenter



DIVERSITY AND INCLUSION

DOA Diversity Series

Hillbilly Elegy



A probing look at the struggles of America's working class through the author's own story of growing up in a poor Rust Belt town. In Hillbilly Elegy, J.D. Vance tells the true story of what social, regional, and class decline feels like when you were born with it hanging around your neck. A deeply moving memoir, Hillbilly Elegy is the story of how upward mobility feels for many Americans.

September 28, 11:30 - 12:30
DOA, Pecatonica Room (132)

DOA's Diversity Book Club series is designed to engage DOA staff in a shared reading experience and discussion with colleagues about a variety of topics which affect us all, both locally and globally. Please join us for all or part of a lunch discussion.

The Other Wes Moore



Two kids with the same name were born blocks apart in the same decaying city within a year of each other. One grew up to be a Rhodes Scholar, decorated combat veteran, White House Fellow, and business leader. The other is serving a life sentence in prison. Here is the story of two boys and the journey of a generation.

October 24, 11:30 - 12:30
DOA, Yahara Room (114)

For more details and to register, visit [STAR Enterprise Learning](#). Use the keyword "diversity".

The Immortal Life of Henrietta Lacks



Her name was Henrietta Lacks, but scientists know her as HeLa. She was a poor black tobacco farmer whose cells – taken without her knowledge in 1951 – became one of the most important tools in medicine, vital for developing the polio vaccine, cloning, gene mapping and more. This phenomenal bestseller tells a riveting story of the collision between ethics, race and medicine; of scientific discovery and faith healing; and of a daughter consumed with questions about the mother she never knew.

November 7, 11:30 - 12:30
DOA, Yahara Room (114)

Series discussions will be facilitated by Julie White, AA/EEO Officer



PERSONAL DEVELOPMENT

Lunch & Learns

Medicare/Medigap Helpline



Health insurance, in particular Medicare, has become more involved in the recent years. Understanding the differences between the original Medicare plan and the alternative plans (i.e. Medicare Advantage) is crucial to preparing for your own coverage for the future. The presentation is an Introduction to the Medigap Helpline Services and will give an overview of the differing types of options helping to narrow what is best for them. This will also give the audience a place to call for help with their questions when they are near to making a change in their healthcare coverage.

September 21, 2017 12:30 - 1:30

DOA, Yahara (114)

Instructor: Steve Shapiro, Medigap Helpline Services

Three Transitions to Retirement



Transitioning to retirement goes well beyond building a solid financial plan; this seminar discusses the financial aspects along with the lifestyles and emotional changes that accompany this truly life-changing event.

October 3, 2017 12:30 - 1:30

DOA, Yahara (114)

Instructor: Summit Credit Union Presenter

For more details
and to register, visit

[STAR Enterprise
Learning](#)

Use the keywords
"personal
development".

Identity Theft: Who's got your number?



Identity theft wreaks havoc on millions of Americans each year. As we embark on the holiday season and begin online shopping, don't be one of them. Find out what makes you vulnerable for identity theft, tips to protect yourself from fraud, how to spot phishing phone calls and emails and what to do if your identity is stolen.

October 23, 2017 12:30 - 1:30

DOA, Yahara (114)

Instructor: Summit Credit Union Presenter



PERSONAL DEVELOPMENT

Lunch & Learns

Investment Allocation in Retirement



Retirement is finally within your reach. Identifying your sources of potential income during retirement is an essential component of planning for retirement. This workshop will explore ways to allocate your investments for income, plan for capital market conditions, and consider investment tax planning. The presentation will cover:

- Identifying retirement income goals
- Dissecting investments that make up our retirement allocation
- Implementing an allocation strategy to meet income needs
- Tax considerations of your investment strategy
- Highlight strategies to meet retirement income goals

November 29, 2017 11:30 - 12:30

DOA, Yahara (114)

Instructor: Dan Determan, Chief Financial Officer, CLF Asset Management, Inc.

For more details
and to register, visit

[STAR Enterprise
Learning](#)

Use the keywords
"personal
development".

Elder Care: The Emotional Challenge for Caregivers



It is estimated that 80% of all care received by older Americans is provided by family members. This can be emotionally challenging for family members as they try to balance their work and children in addition to taking care of a loved one.

Content includes:

- Common reactions
- How to involve other family members
- Active loving
- Caring for the caregiver
- How LifeMatters can help

December 18, 2017 12:00 - 1:00

DOA, Yahara (114)

Instructor: LifeMatters Presenter



WELLNESS

Well Wisconsin Webinars

Make Meal Time Family Time



Sometimes it's hard to gather for a sit-down meal. This webinar will provide you with tips and ideas for making meal time fun and even help persuade those picky eaters.

September 20, 2017 12:00 - 1:00
DOA, Wisconsin Room (112) 

Four webinars are posted on the portal for registration at one time. When one webinar is complete, it will roll off and the next one will become available for registration. All webinars will be recorded and available to Well Wisconsin participants on the portal after the event date. Please note, the webinar schedule is subject to change.

Understanding Health Values



By now, you've participated in your health screening as part of the Well Wisconsin incentive program. Join us for this webinar to learn more about what the numbers mean and how you can maintain or improve them for your overall health and well-being.

September 18, 2017 12:00 - 1:00
DOA, Wisconsin Room (112) 

For more details and to register, visit [Well Wisconsin](#) and go to Webinars, or join us for a group viewing in the Wisconsin Room. For more details and to register, visit [STAR Enterprise Learning](#). Use the keyword "wellness".

The Greatness of Gratitude



Before you dive into the turkey or turn on the game, don't forget to count your blessings. Research shows that practicing gratitude may also improve your social life and enhance your physical health. Join us to learn more.


November 15, 2017 12:00 - 1:00
Webinar only, no group viewing 

To access the Stay Well wellness portal, you must be an employee, retiree or enrolled spouse/domestic partner enrolled in the State of Wisconsin or Wisconsin Public Employers Group Health Insurance Program.

Celebrate with Energy and Cheer



Past experience shows you head back to work after the holidays feeling a bit drained instead of energized. Join us for this webinar for tips on truly celebrating with energy and cheer through the New Year.

December 20, 2017 12:00 - 1:00
DOA, Wisconsin Room (112) 



PROFESSIONAL DEVELOPMENT

Lunch & Learns

Interpersonal Communication



Listening is one of the most important communication skills in the workplace and in our personal lives. Learn more effective ways of communicating – and listening. Content includes: active listening skills that build rapport, barriers to effective listening, and assertive communication.

October 9, 2017 12:00 - 1:00

DOA, St. Croix (136)

Instructor: LifeMatters Presenter

Dealing with Difficult Personalities



The success of an organization is due in large part to the diversity of skills, talents and backgrounds of the people who come together to create a work group. This also means, of course, working with people who have different attitudes, habits and personalities which may be difficult to manage. Content includes: examining your mindset and attitude, common personality types, and strategies for dealing with these personalities.

November 30, 2017 12:00 - 1:00

St. Croix (136)

Instructor: LifeMatters Presenter

For more details
and to register, visit

[STAR Enterprise
Learning](#)

Use the keywords
“professional
development”.

Myers-Briggs Type Indicator® (MBTI®)



The Myers-Briggs Type Indicator® (MBTI®) assessment has helped millions of people worldwide gain insights about themselves and how they interact with others—and improve how they communicate, learn, and work. It provides a powerful framework for building better relationships, driving positive change, harnessing innovation, and achieving excellence.

December 19, 2017 8:00-12:00

Wisconsin Room (112)

Instructors: Jackie Irving and Mandy Stib, Enterprise Training Coordinators



SUPERVISORS

Human Resources

New Supervisor: Human Resources

Management: Personnel Administration



The three-day training program is designed for supervisors and managers, consisting of topics in human resources and personnel management. The presenters for this training are DPM staff who have direct professional experience in the areas they teach. The DPM instructors work on a daily basis in a constantly changing public-sector personnel environment. Participation in this 3-day training fulfills most of the statutory requirement for newly appointed supervisors and managers.

September 12-14, 8:30 - 4:30

October 10-12, 8:30 - 4:30

November 14-16, 8:30 - 4:30

DOA Wisconsin Room (112)
Cost: \$340

New Supervisor: Leadership



This two-day training program is taught by UW-Madison Continuing Studies, in a partnership with the Department of Personnel Management. Completing this program along with the 3-day "New Supervisor: Human Resources" program offered directly by DOA/Personnel Management will satisfy the statutory training requirement for new supervisors in Wisconsin state government.

October 26-28, 8:30 - 4:00

November 1-2, 8:30 - 4:00

UW Pyle Center, 702 Langdon St, Madison, WI (check electronic board in lobby)
Cost: \$ 225

For more details and to register, visit doa.wi.gov/Divisions/Personnel-Management/Personnel-Management-Training-Programs/

Information will be found under the section, **Enterprise Human Resources Training**



SUPERVISORS

Human Resources

Supervisor Development: Recruiting and Hiring

Are you responsible for finding and hiring the right employees for your work area? Have you wanted to learn more about DOA's hiring process? Join DOA HR Officer Lisa Dally for this interactive and informative session where you will learn about recruiting and interviewing best practices to find the talent you need to successfully fill positions with the right people.

September 26, 8:30 - 10:30

October 24, 8:30 - 10:30

December 12, 8:30 - 10:30

DOA, Yahara Room (114)

Instructor: Lisa Dally, Human Resources Program Officer

Absence & Time and Labor Training for Supervisors

- *Benefit Orientations*
 - *Information given to new employees and how to complete benefit enrollments using eBenefits*
- *Employee self-service (ESS)*
 - *How to enter time and absences and FLSA status and time reporting*
- *Manager self-service (MSS)*
 - *How to review time and absences, to approve time-sheets, flex schedules, view employee leave balances, and best practices.*
- *FMLA processes and procedures and troubleshooting*

October 4, 8:30 - 11:30

December 6, 8:30 - 11:30

DOA, Computer Lab (540)

Instructors: Angela Stuckey, Payroll and Benefits Program Supervisor

Julie White, AA/EEO Officer/Medical Coordinator

For more details
and to register,
visit

[STAR Enterprise
Learning](#)

Use the keyword
"supervisor".



SUPERVISORS

Human Resources

Risk Management Supervisor Seminar



For new and current state supervisors and managers, this half-day course will provide you with the knowledge, skills, and resources needed for managing workplace health and safety of state employees.

September 26, 12:30 - 4:00

October 31, 12:30 - 4:00

DOA, Yahara Room (114)

Instructor: Bureau of State Risk Management Presenter

Developing Champions at Work



Developing champions in the workplace could be compared to successful athletes or scholars. Not everyone is ready to move into a new position at any given time. This session will assist managers with identifying qualities that may indicate potential leaders. Content includes:

- Valuing employees
- Sharing vision
- Building trust
- Delegating authority

November 29, 11:30 - 1:00

DOA, St. Croix (136)

Instructor: LifeMatters Presenter

For more details
and to register,
visit

[STAR Enterprise
Learning](#)

Use the keyword
"supervisor".



FALL TRAINING SCHEDULE

Date	Topic	Session Name	Site	Room
September				
12, 13, & 14	<i>Supervisor</i>	New Supervisor: Human Resources	DOA	Wisconsin Room 112
14	<i>Diversity and Inclusion</i>	AAAC Planning Session*	DOA	Yahara Room 114
18	<i>Diversity and Inclusion</i>	Cross-Cultural Communication*	DOA	Yahara Room 114
20	<i>Wellness</i>	Make Meal Time Family Time (Well Wisconsin Webinar)	DOA	Wisconsin Room 112
21	<i>Personal Development</i>	Medicare/Medigap Helpline	DOA	Yahara Room 114
25	<i>Technology</i>	Overview of Office 365	DOA	Computer Lab 540
26	<i>Supervisor</i>	Supervisor Development: Recruiting and Hiring	DOA	Yahara Room 114
26	<i>Supervisor</i>	Risk Management for Supervisors	DOA	Yahara Room 114
27 & 28	<i>Supervisor</i>	Leadership	UW Continuing Studies	Pyle Center
28	<i>Diversity and Inclusion</i>	Diversity Series: <u>Hillbilly Elegy</u>*	DOA	Pecatonica Room 132
October				
3	<i>Personal Development</i>	The Three Transitions to Retirement	DOA	Yahara Room 114
4	<i>Supervisor</i>	Absence & Time and Labor Training for Supervisors	DOA	Computer Lab 540
5	<i>Wellness</i>	Biometric Screenings	DOA	Wisconsin
9	<i>Professional Development</i>	Interpersonal Communication	DOA	St. Croix Room 136
10, 11, & 12	<i>Supervisor</i>	New Supervisor: Human Resources	DOA	Wisconsin Room 112

FALL TRAINING SCHEDULE

Date	Topic	Session Name	Site	Room
October (continued)				
18	<i>Wellness</i>	Understanding Health Values (Well Wisconsin Webinar)	DOA	Wisconsin Room 112
18	<i>Diversity and Inclusion</i>	Unconscious Bias: Sparkling a Conversation*	DOA	Yahara Room 114
18	<i>Technology</i>	MS Excel 1	DOA	Computer Lab 540
23	<i>Personal Development</i>	Identity Theft: Who's Got Your Number?	DOA	Yahara Room 114
24	<i>Diversity and Inclusion</i>	Diversity Series: <u>The Other Wes Moore*</u>	DOA	Yahara Room 114
24	<i>Supervisor</i>	Supervisor Development: Recruiting and Hiring	DOA	Yahara Room 114
31	<i>Supervisor</i>	Risk Management for Supervisors	DOA	Yahara Room 114
November				
1 & 2	<i>Supervisor</i>	Leadership	UW Continuing Studies	Pyle Center
2	<i>Wellness</i>	Flu Clinic	DOA	St. Croix
7	<i>Diversity and Inclusion</i>	Diversity Series: <u>The Immortal Life of Henrietta Lacks*</u>	DOA	Yahara Room 114
14	<i>Technology</i>	MS Excel 2	DOA	Computer Lab 540
14, 15, & 16	<i>Supervisor</i>	New Supervisor: Human Resources	DOA	Wisconsin Room 112
15	<i>Wellness</i>	The Greatness of Gratitude (Well Wisconsin Webinar)	DOA	Webinar Only
16	<i>Diversity and Inclusion</i>	Reasonable Accommodations*	DOA	Yahara Room 114
29	<i>Personal Development</i>	Investment Allocation in Retirement	DOA	Yahara Room 114
29	<i>Supervisor</i>	Developing Champions at Work	DOA	St. Croix Room 136
30	<i>Professional Development</i>	Dealing with Difficult Personalities	DOA	St. Croix Room 136

FALL TRAINING SCHEDULE

Date	Topic	Session Name	Site	Room
December				
6	<i>Diversity and Inclusion</i>	Respect in a Diverse Workplace*	DOA	Yahara Room 114
6	<i>Supervisor</i>	Absence & Time and Labor Training for Supervisors	DOA	Computer Lab 540
12	<i>Supervisor</i>	Supervisor Development: Recruiting and Hiring	DOA	Yahara Room 114
13	<i>Technology</i>	MS Excel 3	DOA	Computer Lab 540
18	<i>Personal Development</i>	Elder Care: The Emotional Challenge for Caregivers	DOA	Yahara Room 114
19	<i>Professional Development</i>	Myers-Briggs Type Indicator® (MBTI®)	DOA	Wisconsin Room 112
20	<i>Wellness</i>	Celebrate with Energy and Cheer (Well Wisconsin Webinar)	DOA	Wisconsin Room 112
Other Training Opportunities				
September 19, 2017 October 17, 2017 November 28, 2017 December 12, 2017 Training time is:	<i>Diversity and Inclusion</i>	Harassment Is...* This class is part of <u>New Employee Orientation</u> and is open to all DOA employees, attached agencies, boards and commissions. Participants will receive one-hour credit for attending.	DOA	St. Croix Room 136
September 19, 2017 October 17, 2017 November 28, 2017 December 12, 2017 Training time is: 3:00pm to 4:00pm	<i>Diversity and Inclusion</i>	Diversity and Generations* This class is part of <u>New Employee Orientation</u> and is open to all DOA employees, attached agencies, boards and commissions. Participants will receive one-hour credit for attending.	DOA	St. Croix Room 136
Note: If you have already attended New Employee Orientation, you do not need to attend these classes again.				
UW Office of Human Resource Development Go to www.ohrd.wisc.edu to learn of training opportunities open to state employees.				
Employee Trust Funds Internet Site Online video library http://etf.wi.gov				

QUESTIONS

For questions regarding the sessions in this catalog or your registration in [STAR Enterprise Learning](#) please send an email message to DOADPMTTraining@wisconsin.gov.